

Office of the Circuit Executive
United States Courts
for the
District of Columbia Circuit

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333 Constitution Avenue, N.W.
Washington, D.C. 20001

POSITION VACANCY ANNOUNCEMENT

DEPUTY CIRCUIT EXECUTIVE

The Office of the Circuit Executive for the D.C. Circuit is accepting applications for the position of Deputy Circuit Executive. The Deputy Circuit Executive reports to and assists the Circuit Executive in providing administrative support in the areas of policy analysis and development, automation, budget, space and facilities, alternative dispute resolution programs, personnel, special events, and court administration projects. This position serves as second-in-command to the Circuit Executive with supervisory and administrative responsibility for the Office of the Circuit Executive. In addition to major supervisory duties, the position involves extensive analytical and writing responsibilities.

Requirements: A minimum of six years of progressively responsible administrative/management experience is required, with at least three years of substantial management experience. Excellent written and oral communications skills, and strong interpersonal and analytical skills are essential. Preferred qualifications include a post-graduate degree in law, business, public or judicial administration, knowledge of automated systems, and court administration experience.

Salary: JSP 15/16 (\$77,798 - \$118,613), depending upon qualifications

To Apply: Submit resume or SF-171, and a writing sample to:

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